

OFFICIAL DISPATCH

VIA AIR
(Specify Air or Sea Pouch)

DISPATCH NO.

SECRET

CLASSIFICATION

TO : Chief of Station, DATE 15 June 1956

FROM :

SUBJECT { GENERAL : **Administrative/Finance**
SPECIFIC : **Time and Attendance Reports and other Information**

REFERENCE:

1. Reference is made to the Time and Attendance Reports forwarded with referenced dispatch. The reports for the employees were forwarded in one copy only, whereas the "Assumptions and Understandings Pertaining to Entitlements of Contractors Personnel - - -" specifies that two copies be forwarded to Headquarters. Will you please have the Supervisor furnish you with duplicated and forward them to Headquarters.

2. The "Assumptions and Understandings - - -" also specify that all copies of the field payroll will be certified by the field Finance Officer, therefore, in the future, will you please sign all copies of your Field Allotment Schedules for contractor personnel.

3. Will you please, in the future, forward the Time and Attendance Reports and the Field Allotment Schedules together in order that we may transmit them together to the contractor with the least possible delay.

4. To assist you in explaining the pay disposition to the there is attached a schedule showing the entire makeup of all remunerations and the disposition made for May and that which should be made June and thereafter unless we get advice from you to the effect that a change in pay is necessary. We do not intend to forward the details hereafter unless there should be a change for some individual in which case the equivalent of a payroll change slip will be supplied. It is suggested that you find a convenient time and explain the information on the attached schedule to each

Attachment: a/s

(Releasing officer)
JAMES A. CUNNINGHAM, JR.

O&I - Addressee w/att

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Fin.

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FORM NO. 51-29
JUN 1949

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(Coordinating officer)

(Authenticating officer)

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